



WESTERN COVENTRY FIRE DISTRICT

1110 Victory Highway, Greene, Rhode Island 02827 Phone (401) 397-7520, Fax (401) 397-1084, www.wcfd.net

Board of Directors Meeting

Thursday, 16 June, 2016, 7:00 P.M.

Meeting took place at the above address

OFFICIAL MINUTES

(Posted 13 June, 2016)

Members Present

John Humble

Jonathan Farnum

Robert Hevey

Richard Holt

Steve Bousquet

Excused:

Glen Underwood

Chief Quattrini

Joan Smith

Cheryl Wilcox

WCS Mays III

Captain Mann

1. ***Call to Order and Attendance*** – The Chairman called the meeting to order at 7:00 p.m.
2. ***Emergency evacuation procedure announcement*** – Capt Mann reviewed the emergency evacuation procedure.
3. ***Confirmation of required meeting posting and quorum*** – The Chairman confirmed that there was a quorum present and the meeting was posted in all required locations.
4. ***Acceptance of meeting minutes of 19 May, 2016 BOD meeting*** – a motion was made by Mr. Hevey and seconded by Mr. Holt to approve the May 19th minutes as written. All voted aye. Motion carried.
John Humble – aye
Jonathan Farnum – aye
Robert Hevey – aye
Richard Holt – aye
Steve Bousquet - aye
5. ***Chief's Report to include:***
There were 5 fires and 36 rescues in May. There were 3 trainings.
 - a. ***Department's operational activity and management for the month of May, 2016***
 - b. ***Mutual Aid Report*** -
 - c. ***Apparatus usage report*** - Tanker-8, Rescue-8 and Rescue-9 have all had their PM's completed, with no major problem to report.
 - d. ***Further efforts to locate and install additional dry hydrants in the District.***

Board of Directors

Stephen Bousquet, Jonathan Farnum, Robert Hevey, Richard Holt, John Humble

District Officers

WCS Mays III – Moderator, Joan Smith – Tax Collector, Glenn Underwood – Treasurer, Cheryl Wilcox – Clerk

Chief Steven Quattrini

- e. ***Update of WED activity*** – the Chief would like to thank Mark Depasquale from Wind Energy Development LLC, for purchasing the department two (2) Mobile Radio's and one (1) Portable Radio. The radios were purchased as part of our emergency response plan for the Wind Turbine Project. The Department will start training on Wind Turbine Awareness. The training will consist of classroom and practical work.
- f. ***E-Dispatch transmission issues*** – the antennae was moved which should fix the problem.
- g. ***Status of House and Senate legislative grants*** - State legislative grants have not been received.
- h. ***Status of Forestry reimbursement.***
- i. ***Town's assistance in computer upgrade for ISO.***
- j. ***Harassment SAPs 5370.01 and 5370.02 distribution for department signatures.***
- k. ***Status of outfitting Unit 8.***

A motion was made by Mr. Holt and seconded by Mr. Farnum to approve the Chiefs report.

Mr. Mays asks about mobile radios. They are the radios in equipment. They were burnt out and had to be replaced. There were radios in the budget. Depasquale handed the department some radios identical to what were going to be purchased.

Mr. Mays questions the maintenance report. Glens report reads Brush 1 pm inspection and brakes \$14,032. The brush truck switched to led lights. Rescue 9 repairs seem high. The steering box was replaced. Capt Mann cannot tell why the price is so high.

Mr. humble asks about flashlights. They were replaced with LEDs.

Topsoil was delivered from road construction.

Capt. Mann replaced the outside light at the rear entrance of the Summit Station.

Congratulations to Deputy Chief Guastini who passed her Paramedic Program.

The ISO Group is in the planning phase of installing a dry hydrant on Sisson Road. Capt Mann says we did get the DEM grant. He hasn't heard if that is a good site for the 50 year drought plan. Capt Mann spoke to someone who would look into seeing if they would do the impact statement. That person asked if we could get an extension for the grant. Capt Mann didn't want to ask for an extension if we don't even know if we got the grant. The extension would go into 2017. DEM thinks we can do the design of dry hydrant ourselves and Peter Lockwood could do the impact statement. As of two days ago, that's still going in on Saturday. Mr. humble asked if there was going to be money borrowed from rescue recovery for this. Capt Mann says we have to look at the by-laws to see if it can be done. Capt Mann doesn't want to wait 2 years.

Mr. Humble asked if Capt Mann has heard anything about reimbursement for Narrow Lane fire. The Capt says it takes months.

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Stephen Bousquet, Jonathan Farnum, Robert Hevey, Richard Holt, John Humble

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Chief Steven Quattrini

Chief Quattrini would like to thank Private Bowen for helping top dress the front lawn.

Chief Quattrini has looked into the E-Dispatch problem; it might the placement of the antenna in the computer closet. The antenna was moved; hopefully this will fix the problem. Mr. Hevey says that transmissions remain garbled. Capt Mann says there is a time lapse between when the transmission comes from Dispatch to the Station.

The Department will be starting Haz-Mat refresher program next month at the Summit Station.

Mr. Humble asks if we have received the State Legislature grants. Capt. Mann is unsure. Mr. Mays says that the budget was reconciled this afternoon.

When the pump was taken off of Unit 8 there was discussion that unit would be equipped with brush fire apparatus. Capt Mann is waiting for a list from the Chief to put in it. That equipment is in the other station right now. Capt Mann will bring it to the Chief.

Mr. Humble asked if the 2 harassment policies have been distributed. Capt Mann has not seen them.

John Humble – aye
Jonathan Farnum – aye
Robert Hevey – aye
Richard Holt – aye
Steve Bousquet - aye

All voted aye. Motion carried.

6. ***Treasurer's Report to include the District's financial accounting activity for the months of March, April and May, 2016*** – a motion is made by Mr. Holt and seconded by Mr. Farnum to approve the March, April and May treasurers report. All voted aye. Motion carried.

John Humble – aye
Jonathan Farnum – aye
Robert Hevey – aye
Richard Holt – aye
Steve Bousquet - aye

7. ***VFIS Accident & Sickness \$15,465 premium and Commercial Package \$30,381 premium due 6/27/16*** – a motion is made to approve the VFIS insurance premiums by Mr. Holt and seconded by Mr. Hevey. All voted aye. Motion carried.

John Humble – aye
Jonathan Farnum – aye
Robert Hevey – aye
Richard Holt – aye

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Chief Steven Quattrini

Steve Bousquet - aye

8. ***Tax Collector's Report to include tax collection activity for the month of May, 2016*** – starting balance, \$150,851.08; payments \$24,758.36; refunds 726.92; penalties paid, 1,261.24; and uncollected balance, \$126,819.64. A motion is made by Mr. Farnum and seconded by Mr. Holt to approve the tax collectors report. All voted aye. Motion carried.

John Humble – aye

Jonathan Farnum – aye

Robert Hevey – aye

Richard Holt – aye

Steve Bousquet - aye

9. Clerk's comments – n/a

10. ***SAPs 5370.01 Sexual Harassment Policy and 5370.02 Harassment and Workplace Violence Policy distribution for director's and officer's signatures*** – members will sign that they have read the Harassment policies. A personnel file should be kept for each board member.

11. SAP Committee Report.*

- a. ***Recommendation to rescind SAP 5354.00 Harassment Policy now replaced.***

A motion is made by Mr. Holt to rescind SAP 5354. Seconded by Mr. Farnum. All voted aye. Motion carried.

John Humble – aye

Jonathan Farnum – aye

Robert Hevey – aye

Richard Holt – aye

Steve Bousquet - aye

- b. ***SAP 1000.00 Standard Operating & Administrative Procedures, Development & Approval submission for revision approval*** – motion made by Mr. Hevey and seconded by Mr. Farnum to approve SAP 1000 as amended. All voted aye. Motion carried.

John Humble – aye

Jonathan Farnum – aye

Robert Hevey – aye

Richard Holt – aye

Steve Bousquet - aye

- c. ***SAP 4205.00 Procurement Procedure submission for revision approval*** – word insurance should be included but not limited to. Motion to approve with amendments by Mr. Holt and seconded by Mr. Hevey. All voted aye. Motion carried.

John Humble – aye

Jonathan Farnum – aye

Robert Hevey – aye

Richard Holt – aye

Steve Bousquet - aye

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Chief Steven Quattrini

- d. ***SAP 5211.00 Minutes of District Meetings submission for revision approval*** – paragraph 4.3 the committee discussed that what we do should surf ice. Our attorney says a record of individual members of any vote taken. A motion is made by Mr. Holt and seconded by Mr. Hevey to approve SAP 5211. All voted aye. Motion carried.
John Humble – aye
Jonathan Farnum – aye
Robert Hevey – aye
Richard Holt – aye
Steve Bousquet - aye
- e. ***Next SAP Committee meeting scheduled for 21 July, 2016.***
- f. ***Note any recommendations made at this meeting for SAP revisions or additions.***
12. ***New Business*** – Mr. Hevey questions why the engine went on tonight's rescue. Captain Mann reads memo from the Chief that says the engine should accompany rescues for extra members at the scene. Members of the BOD have expressed it more appropriate for other pieces of equipment to go on rescue if extra manpower is needed.
13. ***Open Forum*** – n/a
14. ***Schedule next BOD meeting*** – August 18, 2016
15. ***Adjournment*** – a motion is made by Mr. Hevey and seconded by Mr. Bousquet to adjourn the meeting at 8:38 p.m. All voted aye. Motion carried.

John Humble – aye
Jonathan Farnum – aye
Robert Hevey – aye
Richard Holt – aye
Steve Bousquet - aye